



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Extend Contract with Bricor Consulting for FY11-12
Presenter:	Brian Townsend

Please check appropriate box:

X	Government Operations (5/16/11)		Government Services
	Planning & Development		City Council

Estimated Cost:	\$23,750	Budgeted:	YES	XX	NO	
-----------------	----------	-----------	-----	----	----	--

If NO, please explain how item will be funded:

Executive Summary:

Since 2002, the City of St. Charles has contracted with Bricor Consulting, Inc. to provide services pertaining to legislative and administrative matters involving the State of Illinois. Karen Ramey has been the person responsible for assisting the City with a wide variety of issues. This includes serving as the City's main point of contact with our state legislators in Springfield, as well as providing key assistance with other projects involving state agencies.

Staff is recommending that the contract with Bricor be extended for FY11/12 with the annual retainer remaining at \$23,000 (the same as the last 3 years). In addition, the city will reimburse Bricor for the cost of any filing fees, if applicable.

The services provided are of significant value to the City to ensure effective communication between Springfield and St. Charles. In addition, the City could not perform these services less expensively, if they were performed internally.

Attachments: *(please list)*

Resolution

Approved Contract Document

Recommendation / Suggested Action *(briefly explain):*

Recommend that the City Council Approve a Resolution Authorizing the Extension of the contract with Bricor Consulting for FY11-12.

For office use only

Agenda Item Number: #5

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing The Mayor and City Clerk of the
City of St. Charles To Execute A Certain
Agreement – Bricor Consulting, Inc.**

**Presented and Passed by the
City Council on _____**

BE IT RESOLVED by the CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE
AND DU PAGE COUNTIES, ILLINOIS, that the MAYOR and CITY CLERK be and the same
are hereby authorized to execute that certain Agreement, in substantially the form attached hereto
and incorporated herein as Exhibit “A”, by and on behalf of the CITY OF ST. CHARLES.

Presented to the City Council of the City of St. Charles, Illinois this ____ day of
_____ 2011.

Passed by the City Council of the City of St. Charles, Illinois this ____ day of
_____ 2011.

Approved by the Mayor of the City of St. Charles, Illinois this ____ day of
_____ 2011.

Mayor Donald P. DeWitte

Attest:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

EXHIBIT A

Bricor Consulting Government Consulting

Contractual Agreement

Government Services

SCOPE

Bricor Consulting responsibilities will include, but not be limited to, providing the following services for the City of St. Charles (hereinafter referred to as "COSC"). Bricor Consulting will conduct the following:

- Assist in identifying legislative, regulatory, administrative, and political issues of potential interest to COSC;
- Identify an action plan, with a working data sheet, for projects deemed important to COSC;
- Work with state legislators and state agencies likely to take the lead with respect to projects deemed important to COSC;
- Describe and analyze legislative proposals of interest to COSC;
- Arrange for meetings between COSC and legislators and their staff members on issues of importance in Springfield, IL and Washington, D.C.;
- Maintain regular formal contact with key legislators and their staff members on issues of interest to COSC;
- Meet regularly with the Chairmen of the Local Government Committees of the Illinois House of Representatives and Senate and provide summary of meetings to COSC;
- Arrange for, and assist in, organization of presentations on matters of interest to COSC;
- Maintain contact with state departments and agencies in regard to the priorities of COSC;
- Keep consistent contact with the City Administrator in regard to updates affecting COSC and observations of interest in Illinois government;

- As needed, provide for the use of automated calling system to COSC for communication purposes. A fee shall be negotiated to cover the costs of automated calling services.

RETAINER

For and in consideration of the above stated services, Bricor Consulting's retainer for this legislative communications package will be a total of \$23,000 annually paid in twelve (12) monthly installments. COSC will also reimburse Bricor for any filing and registration fees required to perform the responsibilities listed above, up to a maximum of \$750 annually.

Services will automatically renew for additional one-year terms, unless written notice of intent to terminate is received 60 days prior to the renewal date. Either party can cancel this contract at any time, without cause, with 90 days written notice.

INDEPENDENT CONTRACTOR STATUS

Bricor Consulting's relationship with the City of St. Charles will be that of an independent contractor, and nothing contained in this agreement will be construed in any manner as appointing it as an employee of the City of St. Charles. Bricor Consulting is free to provide similar services in scope to other organizations, provided that no such services will conflict with its ability to use its best efforts to provide the services hereunder.

Accepted by:

Mayor
City of St. Charles

Date _____

Karen M. Ramey
BriCor Consulting, Inc.
100 N. River Lane #309
Geneva, IL 60134

Date _____